

Accident Checklist

By John F. Smith

☐ The Accident

- ☐ **Contact the police** Even if you don't think your injuries are severe, make sure the police come to the scene of the accident.
- ☐ **Get name, license number, tag number, insurance company name and policy number and exchange information with all the drivers at the accident place.**
- ☐ **Take photographs of your injuries.**
- ☐ **Take photographs of the damage to all vehicles and of the scene of the accident.**
- ☐ **Get a copy of the accident report if police responded.**
- ☐ **Witnesses** Keep a record of witnesses' names, addresses, phone numbers and email addresses.

☐ After the Accident

- ☐ **Seek immediate medical attention.**
- ☐ **Do not admit fault immediately after the accident.**
- ☐ **Follow through with all medical treatments.**
- ☐ **Do not answer any questions from the other side's insurance company or attorney.**
- ☐ **Do not sign any forms without approval from your attorney.**
- ☐ **Do not settle your case until all necessary medical expenses are known.**
- ☐ **Keep copies of all documents such as bills or medical records.**
- ☐ **Log all office visits, prescriptions, physical therapy, hospital visits, treatments etc for your medical expenses.**
- ☐ **Keep a log of all time taken off from work as a result of the accident.**
- ☐ **Keep a log of lost school time and/or inability to continue with school work as you did before the accident.**
- ☐ **Continue to take photographs of your injuries at different times after the accident.**
- ☐ **Contact witnesses for a written statement.**
- ☐ **Keep a daily log of your thoughts, feelings and experiences on a day-to-day basis, documenting how the injuries have interfered with your daily life.**
- ☐ **Get car repair estimates and/or bills.**

- ☐ If unsatisfied with an initial estimate, take the automobile to a certified mechanic for another estimate.
- ☐ Keep records of everything you've paid for out-of-pocket relating to or as a result of injuries suffered in the accident.